DEPARTMENT OF THE ARMY
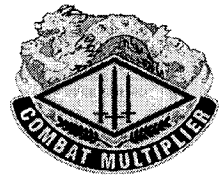HEADQUARTERS 13TH FINANCE GROUP
BLDG 16007 OLD IRONSIDES AVE
FORT HOOD, TX 76544-5056

REPLY TO
ATTENTION OF

AFVX-CFG-CDR   7 March 2006

MEMORANDUM FOR All Soldiers, 13th Finance Group

SUBJECT: Standing Operating Procedures (SOP) for Processing UH03 Management Notices

1. REFERENCES:

    a. Department of Defense Financial Management Regulation, Vol 7A

    b. DFAS-IN 7-1, dated July 2000

    c. Military Pay Procedures Manual (MPPM)

2. PURPOSE: To establish policy and procedures for the processing of UH03 management notices.

3. APPLICABILITY: This policy is applicable to the finance offices located on Fort Hood only.

4. POLICY: It is the responsibility of all Finance Battalion's and DMPO located on Fort Hood to ensure UH03 management notices are promptly processed for Soldiers assigned to their respective ADSN.

5. GENERAL: The Defense Military Pay Office (DMPO) processes all arrivals for incoming Soldiers prior to their pay accounts being assigned to the Finance Battalions (FB) located on Fort Hood. If the pay account is out of balance due to the arrival transaction, the notice will be forwarded to the servicing ADSN. To place proper controls on out of balance accounts, the DMPO will process all UH03 management notices with the assistance of the FBs.

6. RESPONSIBILITIES:

    a. The FBs are responsible for pulling all UH03 management notices and forwarding on a Unit Transmittal Letter (UTL) to the In and Out Processing (IOP) Section at the DMPO. The FBs will maintain a copy of all documents forwarded to the DMPO for processing and provide follow-up on a continuous basis.

    b. The IOP Section will be responsible for working all UH03 management notices within 72 hours of receipt from the FBs. Once the pay account is corrected, the UTL will be returned to the FB with a copy of the DROT showing the corrected transaction. The IOP Section will maintain a copy of all documents forwarded to the FBs.

7. PROCEDURES:

    a. The Processing Section will print UH03 management notices from DMO on a daily basis and forward to appropriate personnel designated by the unit by using the following procedures:

        (1) Log into DMO
        (2) Click on File
        (3) Open Updates
        (4) Highlight the Updates
        (5) Click OK
        (6) Click Management Notice
        (7) Click Sort

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      (8) By Transaction-Description and Sequence (make sure the filter one position is on transaction and the first two UH)

      (9) Click OK

      (10) Click Print

    b. The Processing Section will log UH03 management notices on a UTL and forward to the IOP Section at the DMPO. The Processing Section will file one copy of the UH03 management notice in a suspense file.

    c. The IOP Section will process the UH03 management notices by correcting the arrival transaction (SG). The section will print a copy of the DROT for the corrected transactions showing what action was taken along with annotating on the original DROT forwarded from the FBs with the following annotations:

      (1) 1 - Resubmit to include cycle and update

      (2) 2 - DFAS intervention

      (3) 3 - No Action Required (NAR)

    d. The IOP Section will maintain a file for all transactions processed from the FBs for 90 days.

    e. The Processing Section will verify the UH03 management notices have been processed by checking the DROT against the MMPA to ensure the account is no longer out of balance.

    f. Once the pay account has been verified to be correct, the Processing Section will file the UH03 management notices and maintain for 90 days.

8. The point of contact for this memorandum is the Chief, Finance Operations, 287-6773.

"PHANTOM PAYMASTERS!!"

STEPHEN J. RIVIERE
COL, FC
Commanding